

University of Nebraska – Lincoln
Academic Planning Committee (APC)

Approved Minutes
September 3, 2014

Members Present

Mike Hoffman, Chair
Nancy Busch
Archie Clutter
Leslie Delserone
Libby Jones

Kevin Knudson
Stephen Lahey
Martha McCollough
William Nunez
William Wagner

Curtis Walker
Tyler White
Jamie Radcliffe
Patrick Shea
Linda Shipley

Members Absent

Ronnie Green

Prem S. Paul

Ellen Weissinger

Other Attending

Ron Yoder, Associate Vice Chancellor, Office of Vice President/Vice Chancellor, on behalf of Ronnie Green

Hoffman stated a quorum was present and called the meeting to order at 3:00 p.m.

Welcome

Hoffman welcomed the new members to the APC. He welcomed Kevin Knudson as the ASUN undergraduate representative, Bill Wagner representing biological sciences faculty, and Nancy Busch, dean of University Libraries. He informed Tyler White representing arts and humanities faculty would arrive later in the meeting but noted White had volunteered to serve on any committee that he was appointed to. He stated email is the best way to contact him for any issues.

Approval of March 12, 2014 Minutes

Approval of the Minutes from the March 12, 2014 general meeting was moved by Lahey and seconded by Shipley.

Hoffman asked if there were any questions or comments and there were none. The Minutes were approved without dissent. [Yoder arrived]

Approval of April 9, 2014 Minutes

Approval of the Minutes from the April 9, 2014 general meeting was moved by Lahey and seconded by Shipley.

Hoffman asked if there were any questions or comments and there were none. The Minutes were approved without dissent.

Approval of April 16, 2014 Minutes

Approval of the Minutes from the April 16, 2014 general meeting was moved by Lahey and seconded by Shipley.

Hoffman asked if there were any questions or comments and there were none. The Minutes were approved without dissent.

Approval of April 23, 2014 Minutes

Approval of the Minutes from the April 23, 2014 general meeting was moved by Lahey and seconded by Shipley.

Hoffman asked if there were any questions or comments and there were none. The Minutes were approved without dissent.

Approval of April 30, 2014 Minutes

Approval of the Minutes from the April 30, 2014 general meeting was moved by Lahey and seconded by Shipley.

Hoffman asked if there were any questions or comments and there were none. The Minutes were approved without dissent.

Meeting Schedule and Member Materials; Use of Technology

Nunez indicated in each member handout packet was the schedule of meeting dates, the membership list, and the subcommittee and committee member list [all attached to permanent record]. He then briefly discussed each as follows: 1) regarding the meeting dates, meeting cancellation is at the discretion of the chair, 2) the meeting on November 5th will be held at Innovation Campus where there will be a brief tour of the facility. Nunez asked for members to let him know if there would be any transportation issues, and 3) to double check the member list for any inaccuracies and email any updates or corrections to Coordinator Green.

Nunez mentioned the use of technology in APC meetings. He stated several years ago membership concluded that the APC would go paperless to be more efficient and reduce costs. That is why membership receives an electronic packet now. He conveyed if a packet is needed, please let Coordinator Green know and a packet would be made. He reminded members that material – historic, present and future – is located on Blackboard and APC's website. He said Blackboard is basically an official repository of APC business going back at least 10 years. The APC web site contains official and approved documents and information. He said to please check to make sure you have access to Blackboard.

[For reference the Academic Planning Committee web site is located at the following URL:
<http://www.unl.edu/apc/>]

Academic Program Review Update and Schedules

Hoffman stated in each member packet that was distributed via email were several schedules listing Academic Program Reviews. [attached to permanent record] He explained to the new members the process of an Academic Program Review, in particular the opportunity to serve as

an APC monitor for an Academic Program Review of a Department at the University, basically to maintain the integrity of the process and to report on the process as well as facilitate anything that the external review team might be interested in during the course of the review visit. Members of the external review team include three qualified external people, one internal person and the APC monitor. He stated an Academic Program Review is typically prepared months in advance and that there is a reporting process. He said the APC monitor prepares a report of the department under review and presents this report to the APC. He mentioned Lahey, a couple of years ago, prepared a document that basically discusses the responsibilities of the APC monitor. He pointed out Blackboard contains many years of Academic Program Review reports.

Academic Program Review Monitor Appointment – Department of Sociology

Hoffman indicated that a member was needed as an APR monitor to the Department of Sociology from February 15-18, 2015.

Hoffman asked for a volunteer. Radcliffe volunteered to serve as the APR monitor. The appointment was supported by APC membership.

Academic Program Review Monitor Appointment – Department of Special Education and Communication Disorders

Hoffman indicated that a member was needed as an APR monitor to the Department of Special Education and Communication Disorders from March 15-18, 2015.

Hoffman asked for a volunteer. Busch volunteered to serve as the APR monitor. The appointment was supported by APC membership. [Walker arrived]

Review and Discussion on Academic Program Review Monitor Guidelines

Hoffman stated these Guidelines were discussed earlier in this meeting and were also located on Blackboard. He said contact him or Coordinator Green if unable to locate this document. He encouraged new members to review these Guidelines before their APR they volunteered for to monitor. Lahey commented the Guidelines he created were only his best guess and to feel free to add to this document. He feels this should be an open document. Nunez pointed out these Guidelines were in each member packet that was distributed electronically. [attached to permanent record]

APC Representative Academic Program Review Report for the Department of Statistics

Hoffman said the next item of business was the APC representative/monitor Academic Program Review report for the Department of Statistics submitted by McCollough. This report was in each member packet that was distributed via email. [attached to permanent record] He asked McCollough to report.

McCollough commented her report is very straightforward. Radcliffe inquired if there was a problem with how the APR went. He commented his understanding a monitor's role is essentially to make sure the review itself was done in a sensible way. Lahey agreed and remarked this is a process report. McCollough stated the external review team were knowledgeable reviewers who definitely focused on the strengths of the departments and constructive methods to increase areas that needed to be bolstered. [Clutter arrived]

Hoffman inquired if there were further comments or questions and there were none. The report was accepted by APC membership.

Report on Aesthetics Review Committee Summer Activities

Hoffman asked McCollough to report. McCollough said the Aesthetics Review Committee (ARC) has been as busy as bees. She reported the following: 1) finding locations on East Campus for statues of dignitaries; 2) plaza, walkways, and placement of dorms and utilities; 3) the Art Corridor and the location of the art pieces brought out by the Sheldon; and, 4) buildings that will be demolished and the building of new buildings. She mentioned the eventual demolition of Neihardt Hall and Pound Hall and that eventually 17th Street will close. [White arrived] She said one the role of the Aesthetics is to maintain and promote the architectural and aesthetic character of UNL.

Nunez asked APC membership if there would be an interest or beneficial to receive an update of happening on the campuses from Jennifer Dam. Membership indicated interest. It was determined to invite Jennifer Dam and Emily Casper to a future APC meeting.

Election of Vice Chair

Hoffman stated the next item of business was the election of the Vice Chair and Chair-Elect. He indicated the Vice Chair, who shall be an elected faculty member with more than one year left of his or her term, is the Chair-Elect and will assume the office of the Chair at the end of the term of the serving Chair. Additionally, the Vice Chair of the APC is the Chair of the Long-range Planning Subcommittee. He communicated typically the immediate past chair of the APC returns for a one year term as a designee of the President of the Faculty Senate. He remarked for historic/continuity purposes it may not be best for incoming members to be the Vice Chair and Chair-Elect; however, it is not out of the question.

Hoffman opened the floor to nominations for the Vice Chair and Chair-Elect of the Academic Planning Committee. McCollough nominated Radcliffe and Shea seconded. Hoffman asked if there were any other nominations. McCollough moved to close the nominations and Shea seconded. Jamie Radcliffe's appointment was approved without dissent. Hoffman congratulated Radcliffe.

Hoffman welcomed White and Walker, who had arrived during meeting, to the APC.

Subcommittee Appointment – Long-range Planning

Hoffman informed APC membership that appointments were needed to the Long-range Planning subcommittee and that volunteers were needed. He said the vice chair and chair-elect of the APC is the subcommittee chair, so Radcliffe would lead this subcommittee. He stated this subcommittee shall consist of seven members, one of whom is a student, who shall be a members of the Committee. He asked Delserone and Shea if they would like to continue to serve on this subcommittee if there was no objections from membership. There were no objections and they agreed to continue.

Hoffman then asked for volunteers. Wagner, White and Knudson volunteered for the subcommittee. Their appointments were supported by APC membership.

Shea inquired if the committee meetings were as needed. Hoffman said yes. Lahey expressed when he served on this subcommittee it helped him tremendously to foresee what was going to happen over the next two to three years. Brief discussion ensued concluding this subcommittee should meet at least once a year and should meet with SVC Weissinger.

Subcommittee Appointments – Project Initiation Request

Hoffman informed APC membership that appointments were needed to the Project Initiation Request subcommittee. He said Nunez serves as the subcommittee chair in his role of Director of Institutional Research and Planning.

Hoffman asked Jones if she wished to continue if there were no objections from membership. There were none. Jones stated she wished to continue. He confirmed with Walker his intent to serve and asked for one more volunteer to serve on this subcommittee. Busch volunteered to serve on this subcommittee. APC membership supported these appointments.

Committee Appointment – University Curriculum Committee

Hoffman indicated that APC representation was needed on the University Curriculum Committee (UCC) and this representative must be a faculty member.

Hoffman asked for a volunteer to this committee. Nunez commented he wished Jack Morris, the previous representative, was here to articulate the role of the APC representative on this Committee. He said Morris was instrumental in changing the role of the APC representative. Lahey commented this Committee doesn't meet as much as they had in the past.

Hoffman indicated he would like to volunteer if there were no objections. There were none. The appointment was supported by APC membership.

Committee Appointment – Aesthetic Review Committee

Hoffman indicated an APC representative was need on the Aesthetic Review Committee. He informed membership that White had expressed an interest in serving on this Committee before today's meeting. McCollough, who had served the last two years, said she would step down and expressed this was a fun and enjoyable Committee. Hoffman asked McCollough if she would be willing to serve as a back-up if White could not attend and she agreed. Coordinator Green stated the next meeting is on September 18. She added any individual that will serve on any of these committees would receive a letter with information.

White's appointment was supported by APC membership.

Committee Appointment – Enrollment Management Group

Hoffman indicated that APC representation was needed on the Enrollment Management Council (EMC) and this representative must be a faculty member

Hoffman asked Shipley if she would like to continue to serve on this committee if there were no objections from APC membership. Shipley stated she would continue on this committee. The appointment was supported by APC membership.

Subcommittee Appointment – Merge of the Hixson-Lied College of Fine and Performing Arts and College of Architecture

Hoffman stated this proposed merger of the College of Architecture and the Hixson-Lied College of Fine and Performing Arts into a new college began last year. He said that Lahey had volunteered to serve on this APC subcommittee at APC's meeting in April and had been working over the summer. He expressed Lahey has been doing a wonderful job as subcommittee chair. He indicated another volunteer was needed to serve on this subcommittee with Lahey as typically APC subcommittees have at least two members.

Lahey said the timetable for formal submission of the proposal to the APC would be at its October 15 meeting. An open forum meeting would need to follow shortly after that date, possibly October 22. He said this subcommittee would be meeting fast and furious throughout this semester. He mentioned a survey from this subcommittee would need to be sent out to all involved faculty. He conveyed task forces have been established and that a web page on the new college had been created and membership should view for further information.

Hoffman asked for a volunteer to this subcommittee. Delserone volunteered. The appointment was supported by APC membership.

[For reference the New College web site is located at the following URL:
<http://newcollege.unl.edu/>]

Matters from Vice Chancellors - Academic Affairs, Institute of Agriculture and Natural Resources (IANR), and Research and Economic Development

Hoffman asked Yoder if he had any matters to share on behalf of Green. Yoder said he did.

Yoder indicated the C.Y. Thompson proposed plan goes before the Board of Regents in September. He added the plan for the residence hall goes before the Board of Regents in November. He said there still is conversation on the location of this hall.

Hoffman inquired if funding had been identified on the C.Y. Thompson project. Yoder replied no. He said the cost is \$22M and that half of that amount would need to be raised. Hoffman inquired on the O&M. Yoder responded when this project has been completed, the Operating and Maintenance should be less than it is now.

Hoffman inquired if there were further questions or discussion and there were none. He thanked Yoder.

Hoffman asked Clutter if he had any matters to share. Clutter shared an external review of the Plant Science Center had been scheduled October 15-17, 2015. Hoffman thanked Clutter.

Yoder indicated that he had one more matter to share. He said this morning at the All-Hands meeting, where VC Green addressed the Institute, it was announced 34 additional faculty positions would be filled over the next year to 18 months.

Hoffman asked if there were further discussion and there was none. He thanked Yoder.

Other Business

Hoffman inquired if there was any other business. There was none.

There being no other business, Radcliffe moved and Nunez seconded to adjourn the meeting. The meeting was adjourned at 4:07 p.m. The next meeting of the Academic Planning Committee will be held on Wednesday, September 17, 2014 at 3:00 p.m. in the City Campus Nebraska Union.

Respectfully submitted,

Michelle (Shelly) Green
APC Coordinator